

Minutes
Public Library Association of Annapolis and Anne Arundel County, Inc.
Library Headquarters, 5 Harry S. Truman Parkway
Annapolis, Maryland

June 21, 2018

The monthly meeting of the Board of Trustees of the Public Library Association of Annapolis and Anne Arundel County, Inc. (AACPL) was held at 4:00 p.m. on June 21, 2018, at Library Headquarters, 5 Harry S. Truman Parkway, Annapolis, Maryland

Mr. Donald E. Roland presided. Trustees in attendance were:

Ms. Deborah Baden	Ms. Joyce Miller
Ms. Tonya Baroudi	Ms. Jacqueline Seamon
Ms. Joan Beck	Mr. Keith Seay
Kevin Best, Esq.	Ms. Simmona Simmons
Mr. Benjamin Birge	Ms. JanElaine Smith
Ms. Amalie Brandenburg	Ms. Sandra L. Solomon
Ms. Penny Evans	Mr. Gerald P. Starr
Mr. James Harle	Nathan Volke, Esq.
Mr. Charles Maher, Jr.	Ms. Sharon Wible
Ms. Barbara Maxwell	

Attending via teleconference: Mr. Bert Rice and Dr. Fred Stielow.

The following Trustees were unable to attend: Mr. Joseph E. Bles, Mr. William Colquhoun, and Ms. Ellan Thorson.

The following staff members were in attendance:

Mr. Hampton Auld	Chief Executive Officer
Ms. Christine Feldmann	Marketing and Communications Manager
Ms. Donna Denny	Executive Assistant
Ms. Cathy Hollerbach	Chief, Public Services and Branch Management
Mr. Rudy Rodela	Chief of Support Services
Mr. Scott Sedmak	Chief Financial Officer

Meeting Guests: Ms. Renee Bivans, Library Associate, Odenton Regional Library, representing the AACPL Staff Association; and Ernest I. "Skip" Cornbrooks IV, Esq., Partner at Karpinski, Colaresi & Karp, P.A.

Minutes

Mr. Roland said the minutes of the May 17, 2018 meeting had been provided for review and required approval. Ms. Smith moved to approve the minutes. Ms. Maxwell seconded the motion. The minutes were approved.

Treasurer's Report

Mr. Birge said spending to close Fiscal Year 2018 is expected to be completed on time.

CEO's Report

Ms. Auld greeted Mr. Rice and Dr. Stielow who were attending the meeting remotely.

Mr. Auld provided the following information in addition to his written report:

- Prior to the FY 2019 Budget being passed by the County Council, the County Auditor recommended cutting \$180,000 from AACPL's Repair and Renovation Budget. Fortunately, the motion was withdrawn.
- County Executive Steve Schuh conducted an inter-departmental meeting on Tuesday. Mr. Schuh reviewed a report on challenges to the County and how these will be addressed.
- Leadership Anne Arundel (LAA) graduates this year include: Ms. Cathy Hollerbach, Chief, Public Services and Branch Management; and Ms. Carol Cason, Branch Manager Odenton Regional Library and Western Area Supervisor. AACPL now boasts five LAA graduates on its staff.
- Sunday, August 12 from 2:00 to 4:00 p.m. is the date for the *Annual Trustees and Directors Summer Social* which will be held at the Heritage Harbour Community Lodge.
- The Board of Trustees is invited to attend a meeting to provide input for AACPL's new Strategic Plan at Library Headquarters on Monday, August 13 at 4:00 p.m.

Public Services and Branch Management Report

Ms. Hollerbach provided the following information in addition to her written report:

- In order to help fight the County's opioid epidemic, AACPL branch locations have been provided with a supply of Deterra drug disposal packets by the Emergency Management Office.
- Because the brand of WiFi Hotspot units we were considering have been catching fire, we will work with a different company to provide them once details are worked out.
- Programs held at *Discoveries: The Library at the Mall* attracted 1,582 attendees during its first open month of May.

- Unfortunately, Westfield Mall still shows the wrong location for *Discoveries* on its store location maps. They are aware of this problem.
- This summer the Deale Library will enjoy a Farmers Market location right next door on Thursdays from 3:00 to 7:00 p.m.
- The Maryland City at Russett Library is now a location for the Summer Food Service Program of Anne Arundel County Public Schools.
- The Brooklyn Park Community Library will have a social worker on site this summer to help local residents. This service was formerly offered at a local middle school until a summer location found with AACPL.
- Please see the results of a recent AACPL Reference Survey in the meeting materials.

Human Resources Report

Mr. Auld reported the following highlights for Ms. Bowen:

- A dozen AACPL staff member attended the Maryland Library Association Annual Conference in Cambridge May 2 - 4. The conference provides numerous sessions related to leadership, diversity, programming, advocacy, STEM, and many other areas.
- On May 7 - 8, Ashley Rogers, Branch Manager at Severn Library, attended National Library Legislative Day (NLLD) in Washington, D.C. NLLD attendees learned effective advocacy tactics, were briefed about pressing federal legislative issues impacting libraries, and joined other attendees from their state to meet with their members of Congress.

Support Services Report

Mr. Rodela reported that the Notice to Proceed letter for the new Annapolis Library became effective on June 15. The demolition and construction phase of this project is officially underway. The contracted completion date is Monday, October 14, 2019. The County's Project Manager, Mr. Joe Holoubek, recommends adding another 30 days for contingencies. The move-in is about a 30 calendar day process after receiving the occupancy permit. That makes our estimated Grand Opening date Monday, December 16, 2019.

Mr. Rodela asked if there were any questions about the library's databases he had provided with his report last month. There were no questions. He then emphasized a related item located in the Public Services and Branch Management report, noting that in the next month, Virtual Services is deploying the EBSCO Discovery Service. This service brings together a nearly comprehensive federated search service for our databases. Customers will be able to search all our databases with one query through a one-stop, Google-like search interface.

Marketing and Communications Report

In addition to her written report, Ms. Feldmann noted that in April, AACPL began posting Public Service Announcement videos featuring local celebrities promoting the 1000 Books Before Kindergarten program. Since launching the campaign, more than 2000 new people signed up for the program and more than 36,000 people were reached.

Foundation Report

Mr. Auld noted the following highlights from the Foundation report:

- As of June 20, \$1,467,002 has been raised toward the \$1.5 million *Beyond Your Expectations* cash and pledge goal, leaving \$32,998 needed to meet the goal. Gifts received in the last 30 days include three \$5,000 pledges.
- At the June 14 Campaign Leadership Committee meeting, members received training from consultant Margo Cook in preparation for the Campaign's initiative to increase membership in the Foundation's *Legacy of Learning Society* as part of meeting the Campaign's \$1.5 million planned gifts goal.

Budget Committee Report

Mr. Birge had no report.

Governance Committee Report

Mr. Harle reported that the current three year terms of the following Trustees expire on June 30: Tonya Baroudi, Amalie Brandenburg, William Colquhoun, Joyce Miller, Bert Rice Donald Roland, JanElaine Smith and Gerald Starr. All have agreed to renew for another three-year term. A total of three three-year terms are allowed.

There are also three Directors who are part of the Executive Committee, each serving a three-year term. One Directors term is completed every June 30 and this year it is Ms. Beck's term. Mr. Harle said the Governance Committee nominates Mr. Keith Seay for the open Director position, and asked if there were any additional nominations. Mr. Roland noted that there were no additional nominations or discussion and called for a vote. All were in favor and Mr. Keith Seay was elected a Director of the Board of Trustees with a term expiring June 30, 2021.

Mr. Harle said Officers of the Board of Trustees serve one year terms which are renewable. The General Counsel position held by Kevin Best is unique and is renewable on an annual basis. The Governance Committee reports that Donald Roland (Chairman), Joyce Miller (Vice Chairman), Ben Birge (Treasurer) and Kevin Best (General Counsel) are willing to renew their terms for another year. Mr. Harle said he is willing to remain Chair of the Governance Committee, but

wishes to step down from the position of Secretary. Mr. Harle said the Governance Committee nominates Barbara Maxwell for Secretary. Mr. Roland noted that there were no additional nominations or discussion and called for a vote. All were in favor and Ms. Maxwell was elected Secretary of the Board of Trustees.

Riviera Beach Capital Project (RIVCAP) Committee Report

Mr. Rodela reported for Mr. Colquhoun and noted that two identical presentations will be held about the Riviera Beach Library Project on Tuesday, July 24, 2018. These will be open to the community in the afternoon from 2:00 to 4:00 p.m. and in the evening from 6:30 to 8:30 p.m. The presentations will be held in the Riviera Beach Library meeting room. Grimm + Parker, the project architects, will provide information on the proposed placement and layout of the building, show initial design renderings, and gather feedback from the community.

Work is currently being done on a construction schedule. A temporary library site during the construction period has not been funded. AACPL is applying for a \$1 million capital project grant from the state, which hopefully will be granted and matched by the County.

Strategic Plan Committee Report

Dr. Stielow invited the Board of Trustees to attend a meeting to provide input for AACPL's new Strategic Plan at Library Headquarters on Monday, August 13 at 4:00 p.m.

New Business

MOTION to Approve FY 2019 Salary Plan

Mr. Auld presented the AACPL FY 2019 Salary Plan for Ms. Bowen. He explained that it is in line with the salary plan for non-represented employees of Anne Arundel County. He asked that it be approved for implementation in the new fiscal year beginning July 1, 2018. The FY 2019 Salary Plan is as follows:

- 2% COLA
- 2.5% Merit for eligible employees
- 2% increase on the Minimum Rates
- 4% increase on the Maximum Rates (based on the County's Unrepresented Employees' Salary having the same proposed increase)
- All minimum rates not meeting the required Maryland Minimum Wage Rate will be increased to the new rate of \$10.10 per hour (this only pertains to a couple of our Part-time Hourly Rates)
- Various title changes and classification changes made during the FY18 year that have not been updated

Ms. Solomon moved to waive the 30-day rule. Mr. Birge seconded the motion. The 30-day rule was waived. Mr. Harle moved to approve the FY 2019 Salary Plan. Mr. Birge seconded the motion. The FY 2019 Salary Plan was approved.

MOTION to Approve Reclassification of a Position

Mr. Auld reported for Ms. Bowen with a request to approve and adopt her recommendation for reclassification of a vacant Circulation Assistant position from a 7GA to a Library Associate position at 12GA, and to waive the 30-day rule in order to expedite filling the position. In response to a question, Mr. Auld said the resulting increase to the personnel services budget would be approximately \$8,000. Ms. Smith moved to waive the 30-day rule. Mr. Seay seconded the motion. The 30-day rule was waived. Mr. Birge moved to approve the reclassification. Mr. Harle seconded the motion. The reclassification of the position was approved.

MOTION to Approve Library Laptop Lending Policy

Ms. Hollerbach presented a new AACPL Library Laptop Lending Policy for approval and asked for a waiver of the 30-day rule because the laptop kiosk is already in operation at Discoveries: The Library at the Mall. Ms. Hollerbach explained there was a learning curve in getting the kiosk up and running. Among other specifics, the policy explains that borrowers must agree to have their photo taken by the kiosk and the borrowed laptop must be returned when the two hour borrowing period expires. The replacement cost for a lost or damaged laptop is \$500. Mr. Birge moved to waive the 30-day rule. Mr. Harle seconded the motion. The 30-day rule was waived. Ms. Smith moved to approve the Laptop Lending Policy. Ms. Miller seconded the motion. The Laptop Lending Policy was approved.

MOTION to Approve Revised Petty Cash Policy

Mr. Sedmak said the Petty Cash Policy the board approved two years ago now requires revision due to the addition of *Discoveries: The Library at the Mall*. The only change is the increase of the total Petty Cash Fund from \$3,500 to \$3,600. Mr. Sedmak asked the board to waive the 30-day rule in order to approve the policy immediately. Mr. Harle moved to waive the 30-day rule. Ms. Smith seconded the motion. The 30-day rule was waived. Ms. Miller moved to approve the revised Petty Cash Policy. Ms. Smith seconded the motion. The revised Petty Cash Policy was approved.

Notification of Purchases Exceeding \$50,000

Mr. Sedmak reported that the Library's Purchasing Policy dated November 17, 2016 and Delegation of contracting Authority dated September 15, 2016 require board notification of planned purchases that exceed \$50,000, but do not exceed \$75,000. He noted a list of these purchases to be made in FY 2019 among the meeting materials.

MOTION to Approve Purchases over \$75,000

Mr. Sedmak said that the Library's Purchasing Policy dated November 17, 2016 and Delegation of Contracting Authority dated September 15, 2016 require board approval for purchases that exceed \$75,000. He noted a list of these purchases to be made in FY 2019 among the meeting materials. Mr. Harle moved to approve the listed purchases over \$75,000 in FY 2019. Mr. Rice seconded the motion. The purchases over \$75,000 to be made in FY 2019 were approved.

MOTION to Approve FY 2019 Operating and Capital Budgets

Mr. Sedmak reported that the County Council approved the County Executive's proposed budget request for AACPL, as initially approved by Board of Trustees in January. He asked that the board adopt the following Operating Budget for the fiscal year ending June 30, 2019:

Personal Services	\$20,016,800
Contractual Services	1,301,000
Supplies & Materials	4,279,000
Business & Travel	138,900
Capital Outlay	227,200
Grants, Contributions & Other	240,000
Total	\$26,202,900;

In addition, the following Capital Budget for the fiscal year ending June 30, 2019:

Library Renovation	\$810,000
Glen Burnie Library	147,000
Total	\$957,000.

Mr. Sedmak answered questions about the \$147,000 for the Glen Burnie Library, noting that it would be used for a feasibility study. Ms. Maxwell moved to approve the FY 2019 Budget. Ms. Smith seconded the motion. The FY 2019 Budget was approved.


MOTION to Approve Closed Session

Mr. Roland announced that the board was about to close the meeting to the public in accordance with procedures found in the General Provision Article §3-305 of the Maryland Code, also known as the Open Meetings Law. He stated that the topic and purpose of the closed meeting was to seek Legal Counsel's advice on particular legal matters. Ms. Beck moved to close the meeting. Ms. Smith seconded the motion. The meeting was closed at 5:10 p.m.

The next regularly scheduled meeting of the AACPL Board of Trustees will be held on Thursday, September 20, 2018 at 4:00 p.m. at Library Headquarters.

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Respectfully submitted,

A handwritten signature in cursive script that reads "James A. Harle". The signature is written in black ink and is positioned above the printed name and title.

James Harle
Secretary

JH/dd